

For teachers and accompanying adults for your visit to Kensington Palace

Primary

Group leader: Please read this document and ensure that every adult has a copy. We have created this document to assist you on the day of your visit.

Accompanying adults: Please ensure you read all the information below. If you have any questions, please speak to a member of staff.

- ❖ **Group sizes** - Despite being a Palace, some spaces are not very big! We recommend you explore with groups of 10 pupils and a minimum 1-2 accompanying adults.
- ❖ **Busy areas** - When visiting certain areas you may be asked by members of staff to wait for other groups to move along if the area is particularly busy. If this happens, you may want to decide to continue your visit in another area of the Palace first.
- ❖ **Supervision** - At all times throughout your visit, your group must be supervised according to our supervision ratios which are 1:5 for pupils aged 0-7 years, 1:10 for pupils aged 7-16 years and 1:15 for students aged 16-18 years. **This includes during workshops, lunchtimes and any free time you allow for your group.**
- ❖ **Talks** - You are welcome to listen to one of our Intro or History Bites talks, but please bear in mind these are not designed for school audiences. If you do not wish to stay for a talk, please quietly move to the next room and be mindful of other visitors wishing to listen to the talks.
- ❖ **Sessions** - If you have a booked session, please note the following:
 - Accompanying adults may not leave the session once it has started. The adult supervision ratio explained above needs to be in place at all times during your visit.
 - No food or drink is allowed in the visitor routes in the Palace.
- ❖ **Shop** - You are welcome to visit our shop, found once you exit the Palace, before the café. We recommend visiting in small groups and leaving this to the end of the day, as once you have exited the Palace you cannot re-enter.
- ❖ **First aid and emergencies** - If you require first aid, please speak to a member of staff. In case of evacuation or emergency, please respond to the directions given by our members of staff.
- ❖ **Lockers and lunch room** - We are very lucky to have lockers and a lunch room here at Kensington Palace, but we are limited in capacity and prioritise early Key Stages. If these are available, the group leader will be given locker keys and a swipe card (to access the lunch room), which must be returned at the end of your visit to Business Reception - next to the Clore Learning Centre Entrance.
- ❖ **Exiting the Palace** - You must exit via the café and we remind you once you have exited you cannot re-enter the Palace. This includes exiting to have lunch outside. This is due to our timed tickets and security system.

We are here to help - feel free to ask us any further questions you might have!

We hope you enjoy your visit with us today!

Useful Numbers

School mobile phone - 07917585182

Group Leader's Number - _____

